



## **COMMUNITY DEVELOPMENT**

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# **COMMERCIAL BUSINESS LICENSE APPLICATION**

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20 North Main Street, P.O. Box 1005 Brigham City, Utah 84302

Phone 435-734-6617

Fax 435-723-8132



## **GENERAL LICENSE INFORMATION AND CONTACT LIST**

Brigham City welcomes and encourages commercial and home occupation businesses. There are many benefits that accrue to the City and its residents from the presence of a variety of business types to our community.

Brigham City requires licensing of all businesses which engage in any activity resulting in compensation or other consideration derived from carrying on any business, trade, profession, craft, occupation, commerce or sales of tangible personal property or services, or both. Licenses are required of all occupations based from locations within Brigham City limits or which carry on business here.

All applicable Cities, County, State and Federal laws must be complied with concurrently while licensed by Brigham City. Certain types of occupations and professions require a State regulatory license in addition to the local business license. The Division of Occupational and Professional Licensing can be contacted at (801) 530-6628 to see if a State license is required. Businesses may also be regulated by the Federal Government, such as those dealing in alcohol, tobacco, firearms, hazardous materials or waste, radio, satellite and television communications, etc., and the appropriate Federal offices should be contacted for assistance, if applicable.

The Business Licensing Division of Brigham City cannot accept a business license application until certain key requirements have been satisfied, including acquisition of government identification numbers. We have provided a brief outline of those basic requirements and how to complete them, on the following pages. Along with a Contact List of key agencies and people available to help you with your business structure needs. The City offices for Business Licensing also provides several resources of information, designed to help get you going in the right direction while establishing or relocating your business to our community.

We look forward to helping you and wish you the best with your business endeavors.

## **Business Structure Outline**

1. **Establish your business structure.** Sole proprietorships and general partnerships need only register the DBA, as identified under #3 below. All other business structures, including limited partnerships, limited liability companies and corporations of any kind establish their business structures by filing required paperwork with the Division of Corporations and Commercial Code. Business structures originating outside Utah must register their structure in Utah, as well.

If you need both State and Federal numbers, the fastest method is to go in person to the State Tax Commission office in Salt Lake City. If only State numbers are needed, they can be obtained at any State Tax Commission location and at the Department of Commerce. The basic forms (TC-69, DBA and SS-4) are available in our office or you can call the offices directly to have the forms mailed to you within a few days. If you submit the completed forms by mail, the turnaround time is 6-8 weeks, so you are encouraged to take them in, or fax them.

**To file the SS-4 only (IRS):**

**Phone:** 1-800-829-1040

**Mail:** Entity Control  
Mail Stop 6271  
PO Box 9941  
Ogden, UT 84201

**Fax:** (801) 620-7115

**To file TC-69 and other forms:**

**Utah State Tax Commission**

**Phone:** 1-800-662-4335  
2447 Lincoln Avenue in Ogden  
(in the DMV Building), **or**  
210 North 1950 West in SLC  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)

**Re: DBA/business structure:**

**Department of Commerce**

**Phone:** (801) 530-4849

**Toll Free:** 1-877-526-3994

160 East 300 South, SLC  
(in the Heber Wells Building)

[www.commerce.state.ut.us](http://www.commerce.state.ut.us)

2. **Obtain your Federal Employer Identification Number (FEIN or EIN).** Businesses must have a Federal Identification Number *unless* owned by a sole proprietor with no employees. The **SS-4** form is necessary to acquire this number. You will need to apply for and receive the FEIN before submitting the TC-69 to the State. Your FEIN should be on your business license application unless you are a sole proprietor with no employees.
3. **Register your business.** A sole proprietor using only his or her complete legal personal name is exempt from State registration. Each business name or **DBA** ("Doing Business As") of a sole proprietor or general partnership must be registered. The name of any corporation, limited partnership or limited liability company is registered with the filing of the business structure documentation. If a name is used other than the one filed, each other business name must be registered as a DBA of the established entity. For assistance or to verify that the name is available for your use, call the Utah Division of Corporations and Commercial Code at (801) 530-4849. **Fee:** \$22 for a 3-year registration. Use the **TC-69** form or the **Business Name Registration/DBA Application form**.

4. Acquire State Tax Commission numbers. Businesses must obtain a **Sales & Use Tax** number to collect and remit to the State taxes on the rental or retail sale of items, taxable services and various out-of-state purchases. Businesses which have employees and certain business structures must obtain a State Withholding number. Use the **TC-69 form** to acquire those numbers. Contact the Utah State Tax Commission at 1-800-662-4335 for assistance. If required for your business operation, these numbers must be on the business license application when submitted.
5. If your business incorporates the manufacturing, preparation and sale of food items, or is identified as an eating place such as a restaurant, you will need to contact the appropriate divisions of the Health Department and complete their requirements. A sign off from the Health Department will be required on the business license application, if applicable to your business.

## **II    Contact List:**

### **Brigham City Contacts:**

Jared Johnson, Community Development Manager  
(435) 734-6618  
[jaredjohnson@brighamcity.utah.gov](mailto:jaredjohnson@brighamcity.utah.gov)

Mark Bradley, City Planner  
(435) 734-6616  
[mbradley@brighamcity.utah.gov](mailto:mbradley@brighamcity.utah.gov)

Judy Loveland, Neighborhood Improvement Coordinator  
Business Licensing, Fence Permits  
(435) 734-6617  
[judyloveland@brighamcity.utah.gov](mailto:judyloveland@brighamcity.utah.gov)

Jeff Leishman, Associate Planner  
(435) 734-6619  
[jleishman@brighamcity.utah.gov](mailto:jleishman@brighamcity.utah.gov)

Eliza McGaha, Secretary  
(435) 734-6604  
[emcgaha@brighamcity.utah.gov](mailto:emcgaha@brighamcity.utah.gov)

Jim Buchanan, Fire Marshal & Emergency Management Services Director  
(435) 723-4071  
[jbuchanan@favorites.com](mailto:jbuchanan@favorites.com)

**Box Elder County Contacts:**

Susan Thackeray, Community Development Project Coordinator  
Box Elder County Economic Development  
(435) 734-2634  
[beced@box-elder.com](mailto:beced@box-elder.com)

Beverly King, Assistant Director  
Small Business Development Center, Weber State University  
(801) 626-7232  
[BKING1@WEBER.EDU](mailto:BKING1@WEBER.EDU)

Michael Rhodes, LEHS  
Bear River Health Department  
(435) 734-0845

**Brigham City Chamber of Commerce**

Executive Director  
(435) 723-3931  
[chamber@favorites.com](mailto:chamber@favorites.com)

**State and Federal Contacts:**

Utah State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134  
(801) 530-4849, (800) 662-4335  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)

Department of Commerce  
Heber M. Wells Building  
160 East 300 South, 1<sup>st</sup> Floor  
Salt Lake City, UT 84111  
[www.commerce/utah/gov](http://www.commerce/utah/gov)

Worker's Compensation Fund  
392 East 6400 South  
Salt Lake City, UT 84107  
(800) 446-2667  
[www.wcf-utah.com](http://www.wcf-utah.com)

Utah Department of Workforce Services  
1050 South Medical Drive  
Brigham City, UT 84302  
(435) 734-4060  
(888) 848-0688 Unemployment Insur.  
[www.dws.state.ut.us](http://www.dws.state.ut.us)

Utah State Tax Commission  
Sales Tax Office 7<sup>th</sup> Floor  
2447 Lincoln Ave.  
Ogden, UT  
[www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)



# BUSINESS LICENSE APPLICATION

## FOR OFFICE USE ONLY

Issued \_\_\_\_\_ Approved \_\_\_\_\_  
Business License No. \_\_\_\_\_  
Application/License Fee.....  
Other Fee.....  
Total.....  
Check Cash Charge Business Code: \_\_\_\_\_  
Receipt # \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
Zoning District: \_\_\_\_\_ CUP#: \_\_\_\_\_

### 1. Business Information - Please type or print clearly ORIGINAL APP. CHANGE OF: ADDRESS OWNERSHIP BUSINESS NAME

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Bus. Phone ( ) \_\_\_\_\_ Business Start Date \_\_\_\_\_  
Federal ID: SSN \_\_\_\_\_ FEIN \_\_\_\_\_  
Sales Tax # \_\_\_\_\_ Utah Corp., LP or LLC #: \_\_\_\_\_  
Property Owners Name \_\_\_\_\_ Phone( ) \_\_\_\_\_  
Property Owners Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Business Organization: Independent/Sole Proprietor Corporation Partnership Limited Liability Corporation Limited Partnership Profit Corporation Non-Profit Corporation  
Has Brigham City ever licensed the applicant(s)/owner(s)? Yes No, If yes, when? \_\_\_\_\_  
Under what business name? \_\_\_\_\_  
Describe Business: (Add additional pages as needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Check All That Apply Note: See Title 14 for Specific requirements. Additional information may be required for specialty licenses.) Use special forms for Beer, Cabaret, Sexually Oriented Business

Alarm System Agriculture Vendor Apartments Auction/Auctioneer Christmas Tree Sale Collection of Garbage/Waste  
Commercial Construction Contractor Cosmetology Home Occupation (See Home Occ. Form) Handyman Pawnbroker  
Solicitor Outside City Limits Insurance Private Police/Detective Nail Technician Massage Therapist  
Other Special Event Swap Meet Public Dance Mechanical Amusement Device

Temporary Merchant License - Location \_\_\_\_\_ Dates of Sale \_\_\_\_\_ Temp. Sales Tax# \_\_\_\_\_

### 3. Business Owner or Agent Information

Business Owner's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Or Registered Agent \_\_\_\_\_  
For Corporations, Limited Partnerships, Limited Liability Corps. Only)

#### 4. Verification of Accuracy - Acknowledgment of Responsibility

Signature of Authorized Agent/Owner \_\_\_\_\_ Date \_\_\_\_\_

## License Categories

## Fees

Original application set-up fee (Included in first year fees listed below).....\$20.00

Fees for all professions leasing or renting space inside an established home occupation (i.e. nail tech, cosmetologist, etc.).....\$70.00

Solicitors Fee per company or qualifying entity or individual....\$100.00 (plus \$10.00 for each individual ID badge)

**Parks.....\$70.00**

**\*\*NOTE: Call the Community Development office for information regarding business categories not listed above.**

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***6. For Office Use Only***

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**Zoning:** Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Temporary License (12 Month) Approved by \_\_\_\_\_ Date(s) \_\_\_\_\_  
Land Use \_\_\_\_\_ Date \_\_\_\_\_ Bonding \_\_\_\_\_ Date \_\_\_\_\_ Sign Permit \_\_\_\_\_ Date \_\_\_\_\_

**Life/Safety:**

Temporary (60 Day): Inspection \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshal \_\_\_\_\_ Date: \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_  
Permanent License: Inspection \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshal \_\_\_\_\_ Date: \_\_\_\_\_

**Bear River Health Dept:**

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

**Police Dept:**

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

**Please describe business in detail below**  
**Including storage of equipment**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**COMMERCIAL BUSINESS  
BUILDING AND FIRE SAFETY CHECKLIST  
GENERAL ITEMS**

Note: Questions regarding these requirements may be directed to:

Jared Johnson, Building Official (435) 734-6618 or

Jim Buchanan, Fire Marshal (435) 723-4071

☒ = O.K.    X = Not Needed    Blank = Needs Correction To Comply

**Building Safety**

1)	Is the building being used under the same occupancy as it was designed for? (IBC 302.1)
2)	Have any changes in use, occupancy, building composition or construction been completed without a building permit?
3)	Does the building have a fire sprinkler system? If so see <b>Fire Sprinkler Checklist</b> .
4)	Is the address posted on the building so that it is visible from the street? (IBC 501.2)
5)	Egress System per IBC Chapter 10 may include but not be limited to the following: <ul style="list-style-type: none"> <li>a) Are sidewalks, isles and walkways inside and outside the building free from tripping hazards, storage and obstructions? (IBC Section 1003)</li> <li>b) Are steps and ramps maintained including handrails, guardrails and landings? (IBC Chapter 10)</li> <li>c) Are doors openable from the inside with thumb turn deadbolt or lock not requiring the use of a key or any special knowledge or effort? (Exception: In an Assembly occupancy with 300 or less occupants, or Groups Business, Factory, Merchandise sales, Storage or churches the main exterior door or doors may have a keyed deadbolt if a sign at the door states "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" in 1 inch letters with a contrasting background.) (IBC 1003.3.1.8)</li> <li>d) Do doors serving 50 or more occupants swing out? (IBC 1003.3.1.2)</li> <li>e) Is panic hardware on any door and if so is it operating correctly? (IBC 1003.3.1.9)</li> <li>f) Flush bolts, deadbolts, chains and bars are not permitted as locking devices on exit doors. (IBC 1003.3.1.8.1)</li> </ul>
6)	Is an occupant load limit posted in assembly (conference or gathering) rooms? (IBC 1003.2.2.5)
7)	Are there exit signs and if so are they self-illuminated with a backup source of power if commercial power is lost? (IBC 1003.2.10)
8)	Is there emergency egress illumination (battery backup lights) and if so are they working? (IBC 1003.2.11)
9)	Are storage spaces under stairs protected with 5/8" Type X sheetrock? (IBC 1005.3.2.2)
10)	Is the building being maintained in a safe and orderly manner?

**Electrical**

1)	Do electrical panels have a clear working space in front of them at least 30" wide, 36" deep (out from the face) and 6 1/2' high for access? (NEC 110-26)
2)	Are breakers and electrical disconnect switches labeled and free of tape or devices that restrict their operation? (NEC 110-22)
3)	Are openings in panels, junction boxes etc. properly covered or filled? (NEC 110-12)
4)	Are switches, outlets, lights, all electrical fixtures, appliances and equipment clean and maintained in working order with covers in place and installed per their listing? (NEC 110-12)
5)	Are conduits and wires secured and protected from damage? (NEC 300)
6)	Extension Cords and plug strips must be: <ul style="list-style-type: none"> <li>a) Used only for portable equipment.</li> <li>b) Sized for the ampacity of the equipment, in good condition with proper grounding.</li> <li>c) Be protected from physical damage and not run through walls, floors, ceilings or under doors.</li> <li>d) Plug strips must be listed and have integrated overcurrent protection. (IFC 605 &amp; NEC 400)</li> </ul>
7)	Is the grounding system safe and in working order? (NEC 240)
8)	Does the building have a hazardous occupancy as defined in NEC Chapter 5 (explosives, flammables etc.) installed and maintained per the code?

**Mechanical**

1)	Is mechanical equipment installed and maintained per manufactures instruction? (IMC 304)
2)	Are combustible materials and construction kept away from heat producing appliances, vents and chimneys? (IMC 304.7)
3)	Are pipes, vents and ducts properly supported to prevent damage? (IMC 305)
4)	Are condensate (water) drains piped to a sewer drain for proper disposal?
5)	Does the ventilation system have proper makeup (fresh outside) air for the occupancy? (IMC Chap. 4)
6)	Are exhaust fans (bathroom, cooking hood etc.) working properly? (IMC Chap. 5)
7)	Is combustion air supplied to fuel burning appliances (from inside or outside the building)? (IMC Chap. 7)

**Plumbing**

1)	Is the plumbing system properly supported and in good working order? (IPC Chap. 3)
2)	Are plumbing fixtures maintained and is the toilet seat free of scratches and wear? (IPC Chap. 4)
3)	Water heater: (IPC Chap. 5) <ul style="list-style-type: none"><li>a) Is the water heater properly connected to gas (or electric) and vent system?</li><li>b) Does the heater have seismic straps?</li><li>c) Is the pressure relief valve sized correctly (210 F, 150 psi)?</li><li>d) Is the pressure relief valve drain leg on piped so as not to cause personal injury (preferably within 12" of the floor pointing down)?</li></ul>
4)	Is water distribution and waste drain pipes run in approved material? (IPC Chap. 6,7,9)
5)	Are required backflow devices in place and functioning correctly to prevent contamination of the culinary water supply? i.e. landscape sprinkler, hose bibs etc. (IPC 608)
6)	Do indirect waste systems (3 compartment sinks etc.) have properly air gaps and air breaks? (IPC Chap. 8)
7)	Are P-traps installed on all drains (including grease traps when required)? (IPC Chap. 10)

**Fire Protection**

1)	One fire extinguisher, size 2-A:10-B:C (5 pound) within 75 feet of all areas of the building shall be installed with the top of the extinguisher not more than 5' above the floor.
2)	Are all extinguishers tagged with a current Fire Marshal's Inspection Tag?
3)	Are all fire extinguishers visible, readily accessible and mounted on a bracket or in a cabinet?

**Site Conditions**

1)	Is the yard around the business free of weeds and debris?
2)	Are dumpsters located at least five feet away from combustible walls, openings and roof eaves?
3)	Do fire hydrants have a three feet clear space around them?



# Information Sheet

**Community Development**  
**20 North Main Brigham City, Utah 84302**  
**(435)-734-6604**

**Sheet No. 10**  
**Revised: February 28, 2007**

## Signs

### **When I put up a sign do I need a Permit?**

Yes, a permit is required anytime you erect a sign. However, if the value of the sign and installation is \$1,000.00 or more also include the name of the Sign Contractor who will be installing the sign, with their State License number and contact telephone number.

### **If the sign is a pole sign, provide the following:**

Engineered stamped drawings for the sign base and sign.

### **If the sign is internally illuminated, it will need to be listed & installed per the National Electrical Code.**

### **Where do I get the Application?**

Brigham City Corporation has the information you will need to obtain a permit. It can be obtained in the Brigham City Offices, second floor in the public works office.

### **Are there additional requirements for downtown businesses?**

Yes. These signs must also comply with RDA#1 Design Guidelines. Please

schedule with city staff for exact area and requirements.

### **How much is the cost?**

The cost of a sign permit is **\$50.00** per hour, inspection time. Minimum ½ hr.

### **What is required?**

Illustration of the sign including the following:

1. Dimensions
2. Type
3. Script
4. Colors
5. Dimensions of the building frontage.
6. Dimensions of the lot frontage.
7. A Site Plan showing the location of the sign.

### **A Valuation cost of the Sign to include the following:**

1. Materials of the sign.
2. Cost of installation.

**The permit will be reviewed and approved by the Community Development Department, after which sign installation may begin. Please call for inspections 24 hrs in advance.**